

FINAL NARRATIVE REPORT FORMAT

ONE-TIME START-UP COSTS GRANT

A Final Narrative Report is required and must be submitted to the New Jersey Commission on Spinal Cord Research (NJCSCR) office within 60 days of termination of the grant.

An original and 15 copies of the Final Narrative Report must be submitted and sent to the **New Jersey Commission on Spinal Cord Research, P.O. Box 360, Trenton, New Jersey 08625**. If you have questions related to the Final Narrative Report, please contact the NJCSCR office at 609-292-4055, or e-mail at NJCSCR@doh.state.nj.us.

Please utilize the guidelines below in the preparation of your Final Narrative Report:

COVER PAGE

The following information should be included on the cover page of the report:

1. Principal Investigator Name, Address, Telephone Number
2. Name of Organization/Institution
3. Grant Title
4. Grant Number
5. Grant Period Covered by the Report
6. Date of Submission of the Report

BODY OF REPORT

The report should cover the following information in 2 - 5 pages, in addition to photographs, figures, charts, etc.

1. Provide a final status report on “start-up” efforts, including but not necessarily limited to construction, refurbishment, equipment purchases, etc.
2. Describe the laboratory’s integration into the larger institutional research environment; provide specifics about collaborations.
3. Describe the laboratory’s integration into the New Jersey research community beyond the home institution and, if applicable, integration into and collaborations with institutions/investigators outside the State of New Jersey.
4. Provide details about future research plans, including ongoing and proposed funding. Use language suitable for lay readers.
5. List and include a copy of all publications emerging from the research in this laboratory, including those in preparation.

PUBLICATIONS AND PRESENTATIONS

All papers, presentations, chapters, and abstracts should mention that the research was supported by a grant from the New Jersey Commission on Spinal Cord Research. Copies must be sent to the NJCSCR office, even if you inadvertently forgotten to cite NJCSCR support.